

TITLE: BUSINESS SYSTEMS ANALYST
SECTION: Finance Department
REPORTS TO: Secretary-Treasurer

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SUMMARY

Under the general direction of the Secretary-Treasurer, the Business Systems Analyst is responsible for business systems analysis and design, integration, and project management for business systems and processes.

DUTIES

1. Reviews existing business and system practices; documents business and technical requirements and recommends improvements by researching, selecting, developing, maintaining, enhancing and testing business systems and systems applications giving consideration to compatibility, value, maintenance and ease of use.
 2. Develops, recommends, coordinates, assigns and performs work on financial and business systems projects. Develops project specifications, assesses and monitors project activities and deliverables and provides technical guidance.
 3. Integrates the Web into business systems and processes to improve ease of use and access to information by internal and external users.
 4. Writes systems documentation and user instructions.
 5. Participates and assists in general organizational implementation and upgrades of computing technology. Provides analytical and scripting support for current application maintenance and enhancement.
 6. May, on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- Bachelor degree in a computer-related discipline or equivalent training and experience.
 - Completion of intermediate-level accounting and business courses at a post-secondary institution.
 - Five years related experience.
 - Experience with web-based development and systems integration.
 - Strong project leadership skills.
 - Extensive knowledge of integrated financial systems and personal computer applications.
 - Demonstrated understanding of administrative departmental functions, information requirements, information flows.
 - Demonstrated ability to analyze and evaluate data and information required for scripting and for developing logical solutions for assigned projects.
 - Ability to establish and maintain effective working relationships with a variety of internal users.
 - An awareness of the need for confidentiality of information seen or heard.
 - Demonstrated ability to work under pressure and meet project timelines.
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